

March 26, 2002

**OFFICE OF ADMINISTRATIVE SERVICES
ADVISORY MEMORANDUM NO. 2002-2**

TO: All Offices

SUBJECT: Designation of Authorized Office Directors

Organizational Services (formerly Office of Administrative Services) numbered letters and advisory memorandums reference the term “office director” when delegating various responsibilities. Because the Department of Management and Budget is comprised of a number of organizational units for which it may not be clear who the office director is for purposes of delegating responsibilities, the following is provided to define the designated office director for specific organization units. This list is for purposes of Organizational Services numbered letters and advisory memorandums only.

<u>Office/Agency</u>	<u>Designated Office Director</u>
Acquisition Services	Director, Acquisition Services
Agency Services	Director, Agency Services
Office of Budget Development and General Government	Director, Office of Budget Development General Government
Office of Children’s Ombudsman	Director, Office of Children’s Ombudsman
Office of Education and Infrastructure	Director, Office of Education and Infrastructure
Office of Financial Management	Director, Office of Financial Management
Financial Services	Director, Financial Services
Office of Health and Human Services and Economic Development	Director, Office of Health and Human Services and Economic Development
Infrastructure Services	Director, Infrastructure Services
Organizational Services	Director, Organizational Services

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<u>Office/Agency</u>	<u>Designated Office Director</u>
Office of Planning and Local Government Claims	Director, Office of Planning and Local Government Claims
Office of Public Protection and Resources	Director, Office of Public Protection and Resources
Retirement Services	Director, Retirement Services
State Administrative Board	Director, Acquisition Services
Office of the State Employer	Director, Office of the State Employer
Tenant and Land Services	Director, Tenant and Land Services

This list will be updated as organization changes occur in the department.

Office of Administrative Services Advisory Memorandum No. 2000-4 is rescinded.

Distribution of Memorandum

Please retain one copy of this memorandum in a central file for future reference and forward additional copies, as necessary, to those individuals within your agency responsible for daily administration of this activity.

Questions regarding this memorandum may be directed to Susan Horvath at 37-32614.

Your cooperation and adherence to this procedure is appreciated.

Rose Wilson, Director
Organizational Services